

EXPEDITED REQUEST – CREDIT CARD ORDERS ONLY –

Idaho Vital Statistics Certificate Request

450 W. State St. 1st Fl. • PO Box 83720 • Boise, ID 83720-0036 • (208) 334-5988 • www.state.id.us/dhw

INSTRUCTIONS: Complete the section(s) below for the type of certificate(s) you are ordering.
Additional info about fees for optional services, who can order, and ID is on the back of this form.

FEES:

- \$13.00 for each certificate (*We charge to search even if no certificate is found.*)
- A one-time \$10.50 fee for expedited services and special handling. If FedEx delivery is requested, an additional one-time fee of approximately \$18.00 (subject to change) is also required

WHO CAN ORDER:

Only immediate family members, their legal representatives, or those with a property right.

IDENTIFICATION:

Proof of identification of the requestor is required. Please provide photocopies of either: 1) picture ID with requestor's signature; **or** 2) two forms (without pictures) with requestor's signatures. Copies must show both sides of ID(s).

SIGNATURE:

Sign this request with your current name.

DELIVERY METHOD:

Please specify method of delivery: ☐ **FedEx** ☐ **U.S. Mail** If none selected, U.S. Mail will be used

PLEASE PRINT

Your Name _____ Send to Name(if the same leave Blank) _____

Send to Address _____

City _____ State _____ Zip _____

Your Signature _____

Your Credit Card Number _____ Exp. Date _____

Your Daytime Phone Number _____

Birth, Death, Stillbirth, Marriage or Divorce MUST have occurred in Idaho.

We have Birth & Death certificates since July 1911, Marriage & Divorce certificates since May 1947.

Birth

Cert. # _____

PLEASE PRINT

Name on Certificate _____ Date of Birth _____

City of Birth _____ Father's Full Name _____

Your relationship _____ Mother's Full Maiden Name _____
(self, mother, etc)

Number of Copies _____ Purpose for the certificate _____

☒ Indicate Certificate Requested:

Death

Stillbirth

Cert. # _____

PLEASE PRINT

Name on Certificate _____ Date of Death _____

Your Relationship _____ City of Death _____

Number of Copies _____ Purpose for the certificate _____

☒ Indicate Certificate Requested:

Marriage

Divorce

Cert. # _____

PLEASE PRINT

Husband _____ Date of Marr or Div _____

Wife _____ City of Marr or Div _____

Your Relationship (self, mother, etc.) _____

Number of Copies _____ Purpose for the certificate _____

FEES: Effective July 1, 2002

CERTIFICATES (each): \$13.00 (*Certificates are certified computer generated copies and valid for all legal purposes.*)
LEGAL AMENDMENT FEE: \$13.00 (*Includes filing/processing paternity/adoption actions, court ordered name changes, and filing delayed certificates only. Certificates are an additional \$13.00 each.*)

- ♦ **A CERTIFIED PHOTOCOPY** (*not computer generated*) of a certificate can be ordered for \$18.00. Additional certified photocopies of the **same** certificate ordered at the same time are \$13.00 each.

WHO CAN ORDER: Vital Records Are Legally Confidential (*Title 39, Chapter 2, Idaho Code*)

- ♦ **Birth** certificates are legally confidential in Idaho for **100 years**.
♦ **Death, stillbirth, marriage and divorce** certificates are legally confidential in Idaho for **50 years**.

Only immediate family members, their legal representative, or those who provide documentation showing it is needed for their property right may order legally confidential certificates.

IMMEDIATE FAMILY

- Spouse
- Parent
- Child
- Sibling
- Grandparent
- Grandchild

NOTE: Proof of relation may be required. Step-relatives, in-laws, great grandparents, etc. are not immediate family.

IDENTIFICATION: Identification Is *Required*

The person signing this request must provide a photocopy of their driver's license or other legal picture identification with a signature. If this is not available, two other forms of identification are required; both of which **MUST** have a signature. (*Please send photocopies of **both sides** of the ID when mailing your request.*)

SUGGESTED ID LIST

Picture ID - with a signature

OR

Two Forms of ID - One must have a signature

OR

- Driver's License
- State ID Card
- Passport
- Military ID Card
- Tribal ID Card

- Social Security Card
- Credit/Debit/ATM Card
- Work ID Card
- School ID Card
- Car Registration/Insurance
- Library Card
- Doctor/Medical Record
- Insurance Record
- Fishing License
- Pay Stub
- Canceled Check (*not a voided check*)
- Traffic/Pawn Ticket
- Bill with current address
- Court Record
- Voter Registration Card
- Year Book (*current*)

- Notarized letter (*you must present the original letter, not a photocopy or faxed copy*)
- Have an immediate family member (*that has ID*) order it

Warning: False application for a certified copy of a vital record is a felony punishable by a fine up to \$5,000, five years in prison, or both (*Title 39, Chapter 2, Idaho Code*).